



May 20, 2021

Jack Pearson, Building Inspector
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
Jack.Pearson@fitchburgwi.gov

VIA EMAIL

Re: City of Fitchburg Jurisdiction Request for Plan Review of Small Commercial Buildings and Inspections of All Size Buildings

Dear Jack Pearson,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(b), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

Per Wis. Stat. § 101.12(3)(g), I also delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

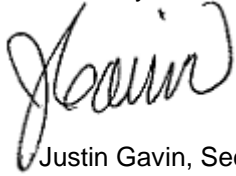
I understand that the primary enforcement contact for your municipality, John Crook, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, David Pedersen, at (608) 669-0372, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Gavin".

Justin Gavin, Section Chief, Integrated Services

Lucas Dederich

Lucas Dederich, Section Chief, Field Operations

cc: Garry Krause, Bureau Director, Technical Services Bureau
David Pedersen, Commercial Building Inspector, Field Services Bureau



Scott Walker, Governor
Laura Gutiérrez, Secretary

November 27, 2018

John T. Crook
Director of Building Inspection
City of Fitchburg
5520 Lucy Road
Fitchburg, WI 53711

Re: City of Fitchburg Fire Suppression/Fire Alarm Delegation Request

Dear Mr. Crook,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wisconsin State Statute, ss. 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do fire suppression and fire alarm plan review and inspection for all commercial buildings to be constructed within the limits of your municipality. Fire suppression and fire alarm plans for such buildings may be submitted by the owner to your municipality or the Wisconsin Department of Safety and Professional Services (Department).

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Submit to the Department the fees specified in s. SPS 302.31 (1) (h) for all projects.
- Provide a monthly report to the Department of all projects completed under this section, in an electronic-based format.
- Forward to the Department any revisions to the ordinance adopting this code.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the Department's delegated responsibilities are being properly fulfilled by the municipality. The Department requires that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

In accordance with the 2017 Wisconsin Act 198 the Department will be implementing a five-year electronic renewal process, please continue to monitor Department correspondence as further details regarding this process are communicated.

I understand that you will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact Michael D. McNally Jr, Section Chief, at (262) 548-5861 or michaeld.mcnelly@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, **Steve Gothard**, (608) 235-0568, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Christopher Joch
Administrator, Division of Industry Services

cc: Steve Gothard, State Inspector
Branden Piper, Bureau Director, Commercial Building Inspection
Michael D McNally Jr., Section Chief, Fire Suppression and Fire Alarm Program